



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

November 21, 2005

TO: District Testing Coordinators and LEP Directors

FROM: Mary Ann Snider  
Director, Office of Assessment and Accountability

SUBJECT: English Language Proficiency Testing Information

This memo is a follow-up to last week's ACCESS for ELLs training. Thank you to the over 200 teachers and administrators who took part in that rigorous training! A number of questions were asked about student labels, ordering assessments, and the coordination that should occur between LEP directors and district testing coordinators. Please read this carefully as it contains information that will clarify issues that relate to this new assessment.

Many districts were unsure of the difference between the roles of LEP directors and testing coordinators as it relates to English language proficiency testing. We recommend that both the LEP director and district testing coordinator work together to plan for this test as you each bring different expertise. We will send all communications to both of you. Also know that all state assessment information, including memos and updates, is located on our website at [www.ride.ri.gov](http://www.ride.ri.gov) under the *Assessment and Accountability News* title listed on the right hand side of the home page.

#### **Student ID Labels**

Student ID labels for ACCESS testing will be generated based on the December 1<sup>st</sup> LEP census information we receive from your district. That census will provide us with student demographic information, the level of service provided, (including information for monitored students who must be tested), and the information we need to determine which tier for testing- A, B, or C is most appropriate for students. We will assume that most ELL students will need Level B, monitored students Level C, and beginning students Level A. We will use the most recent MACII testing results to further refine our decisions. **Please alert Maria Lindia, (222-8494) if there is a student for whom this formula will not work.**

#### **Ordering Materials**

RIDE will order and pay for all ACCESS testing materials for this first year of testing. Orders will be based on your December 1<sup>st</sup> LEP census submission. The testing company will provide a 10% overage for new students and all materials will be shipped to your district testing coordinator the week of February 13 – 17. Materials will be packaged by school within your district's shipment. Please verify that the amount of testing materials you receive is sufficient for the number of students in each tier. Call Metritect immediately if you need to order more tests. The toll free number is 1-800-747-4868.

#### **Testing Window**

The testing window is from March 1 to March 31, including shipping. All materials must be shipped to Metritect by March 31, 2006. Scoring cannot begin until the contractor receives all of Rhode Island's testing materials. Score reports can be delivered

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575

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ed to districts by the end of May only if all materials from every RI school are shipped to Metrotech on or before March 31.

**Test Administrators**

The core group of test administrators for your district should include those teachers who were trained last week. Please note that they should complete the online quiz to certify their readiness to administer the test and score the speaking and listening sections. We recommend that certified instructors (those who attended Friday's meeting) train any additional staff that will have test administration responsibilities. Teacher aides may be trained but we discourage the use of substitute teachers unless they are long-term substitutes within your building and are familiar faces to the students who will be tested. Student teachers may not administer the ACCESS tests. Please call Maria Lindia at 222-8494 for additional information on test administration and training procedures.

Please don't hesitate to call me, (222-8492) or Maria Lindia, (222-8494) for additional information or to discuss specific student issues regarding this test. Thank you for assistance with this program.

Happy Thanksgiving!